

**DUTY STATEMENT**

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

<b>Classification:</b> Energy Analyst	<b>Position No.</b> 410-5837-xxx
<b>CBID:</b> R10	<b>Office:</b> Appliances and Outreach and Education
<b>Date Prepared:</b> August 3, 2016	<b>Division:</b> Efficiency
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

The Energy Analyst is under the supervision of the Energy Commission Supervisor II (EFF) in the Appliances and Outreach and Education Office of the Efficiency Division. The incumbent performs work of average difficulty in a wide variety of consultative and analytical energy assignments. The incumbent will perform a variety of technical and analytical tasks associated with energy efficiency in support of the appliance efficiency for rulemaking, compliance, and outreach program activities.

**WORKING CONDITIONS:** The work is performed primarily in an office, conference room and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings or participate in conferences, workshops and hearings. Additional hours beyond an eight hour workday or 40-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail, WebEx and Internet browsers.

**DUTIES AND RESPONSIBILITIES:**

- 40% Assist technical staff responsible for portions of the development, adoption, and implementation of federal appliance efficiency standards, particularly in areas related to existing building energy efficiency, including plug-load efficiency, space heating and cooling, water heating, and lighting. Assist technical staff in preparing presentations and analysis for both formal and informal federal regulatory negotiations and consensus-building groups, public meetings on federal appliance standards, and technical advocacy group calls and discussions on federal appliance standards. Assist technical staff and the Chief Counsel's Office in drafting comment letters to the U.S. Department of Energy and the U.S. Environmental Protection Agency related to the improvement or development of federal appliance efficiency standards. Track and analyze federal appliance efficiency rulemakings and to determine impact on state efficiency programs. (E)
- 30% Under the direction of lead program staff, provide technical input for portions of the iterative development, adoption, and implementation of the Appliance Efficiency Regulations, in particular the rapidly developing fields of consumer electronics and lighting technologies. Assist in performing analysis and providing technical advice to policymakers on new and revised statewide appliance regulations critical for achieving the goals of the Clean Energy and Pollution Reduction Act of 2015 (SB 350), the Lighting Efficiency & Toxics Reduction Act (AB 1109), the Global Warming Solutions Act (AB 32), the California Long Term Energy Efficiency Strategic Plan, and the Existing Buildings Energy Efficiency Action Plan (AB 758). Assist technical staff on visible/controversial issues involving governmental, environmental, and industry associations. (E)

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- 15% Assist in preparing responses to program-related questions and requests made to the Energy Commission by stakeholders in energy efficiency policy, programs and technologies. Assist technical staff in providing guidance to Commission management in responding to concerns or complaints voiced by regulated entities, including advising management on policy, regulatory, and programmatic changes. (E)
- 5% Assist technical staff in preparing conclusions and recommendations and help advise Commission management, other governmental agencies, and others on appliance efficiency issues. (E)
- 5% Organize and attend workshops, hearings, and conferences on issues associated with appliance energy efficiency. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

<b>SIGNATURES</b>	
<b>I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position</b>	
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div> <b>Vacant</b> <span style="float: right;">Date</span>            Energy Analyst         </div>	<div style="border-bottom: 1px solid black; width: 100%;"></div> <div> <b>Leah Mohny</b> <span style="float: right;">Date</span>            Acting Energy Commission Supervisor II (EFF)         </div>